

DEPARTMENT OF SOCIAL SERVICES

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July 6, 1979

ALL-COUNTY LETTER NO. 79-40

TO: All County Welfare Directors, Welfare Fiscal Supervisors,
County Auditors, Administrative Service Officers

SUBJECT: County Welfare Department Administrative Expense Claim

REFERENCE:

This is to provide claiming and time study instructions for the July-September 1979/80 quarter. Included are claiming and time study instructions for Title XX, CPS Emergency Response, IHSS, Adoptions, SSI/SSP Food Stamp Replacements, Appeals/Fair Hearings, and Social Services First-Line Supervisors. Also included are reporting and claiming instructions for WIN.

The changes addressed in this letter have prompted major revisions to the time studies and administrative claim. The following claim forms are to be utilized for the July-September 1979/80 quarter claim and were forwarded to the counties under separate cover.

Form	Revision Date	Form	Revision Date
DFA 46	7/79	DFA 327.2	7/79
DFA 47	7/79	DFA 327.3	7/79
DFA 43	7/79	DFA 327.4	7/79
DFA 323	7/79	DFA 327.5	7/79
DFA 50	7/79	DFA 327.6	7/79
DFA 325.1	7/78	DFA 327.7	7/79
DFA 325.1A	7/78	DFA 327.7A (optional)	7/79
DFA 325.2	7/78	DFA 403	7/79
DFA 325.3	7/79	DFA 419	7/78
DFA 325.4	7/79	DFA 394	7/79
DFA 327.1	7/79	DFA 396	7/79

TITLE XX

As indicated in the recent regional workshops, AB 1642 has prompted significant changes to the administrative claim. The primary modification reflects the elimination of the Title XX eligibility categories effective July 1, 1979. Outlined below are the major changes to the Title XX time study and claiming subsystems, as well as clarification of points raised during the regional workshops.

GEN 654 (7/78)

Time Study Instructions - DFA 46

All time now spent by social services staff on mandated or county opted Title XX services shall be charged to either the specific service program(s) or the separate multiservice activity line.

- A. Service Program Delivery: Time charged to service delivery should include (a) the performance of those staff activities specified in the CASP, commencing with the assessment activity associated with the development of the individual service plan of an eligible recipient and including any arrangement for purchase of service-funded resources that are (or become) a part of the recipients' service plan; and (b) any actual performance/provision of service-funded resources by the caseworker. This would include travel as well as all service-related activities performed during the home visit.

When more than one service is being provided to a recipient, time is to be charged to each applicable service. Time/expenditures charged to optional services that are not provided by the county will be disallowed.

- B. Title XX Multiservice Activity: Include time spent by social services staff performing activities that are not defined as staff activities or service-funded resources. Activities in this category include, but are not limited to: (a) those eligibility-related activities performed prior to the development of the service plan (e.g., application processing, eligibility determination, and Federal Goal Assignment); (b) Eligibility Redetermination; (c) those ongoing case/program management functions that are performed by social service staff in support of service delivery (e.g., service case documentation, case dictation, service delivery record entry, statistical reporting, regulation/handbook updating, etc.); (d) attendance at training other than that approved for an eight-week period; and (e) appeals/fair hearings.

The multiservice line is only applicable to Title XX and those eligibility and "program management" activities that are not staff activities or service-funded resources as provided in the Title XX CASP.

- C. IHSS: That time spent by social service staff providing staff activities and arranging for provision/purchase of service-funded resources shall continue to be separately identified for the purpose of funding. However, the aforementioned changes to Title XX will require a variation in the manner in which IHSS activities are time studied.

Only that time spent by IHSS providers of the welfare staff and county welfare department supervisors who are responsible for supervising either contracted individual or agency providers shall be charged to Line B, "IHSS County Providers/Supervision"

(Previously SSI/SSP Homemaker Chore). All other time shall be charged to either C-8, "IHSS Staff Activities Service Arrangement", or the "Title XX Multiservice Activity" line.

Title XX Claiming

Effective with the July-September 1979/80 quarter, all Title XX expenditures will be charged to the following three funding categories: "Family Planning", "IHSS" (previously SSI/SSP Homemaker Chore), and "Other Title XX Services" (which shall reflect the composite of the 22 Title XX Service Delivery Programs and the multiservice line). With respect to direct costs, all expenditures will be coded by actual Title XX service rather than identified by Title XX eligibility category. (See the DFA 325.3 for a list of the Title XX codes.) Direct costs will then be carried forward by funding code and charged to the appropriate funding category on the DFA 327.1. The total expenditures reflected in Column 8 on the DFA 327.1 will then be carried forward directly to the social services funding page (DFA 327.5).

CPS EMERGENCY RESPONSE

All-County Letter No. 79-17 dated March 28, 1979, transmitted the plan guidelines and proposed allocations for the CPS Emergency Response Program. Although the budget item has yet to be formally approved, the following time study and claiming instructions shall apply to the July-September 1979/80 quarter. Counties should take note that two additional emergency response lines will have to be included on the claim, the instructions for which were neither reflected on the DFA 46 (7/79), nor addressed in the regional workshops. The additional emergency response lines will serve two functions. First, they will provide a mechanism for identifying backup services as either Title XX or Title IV-B. Second, for funding purposes, the identification of backup services will facilitate the shift of cost to the CPS Emergency Response Program in the event that the county has emergency response funds remaining and has been certified as having met the basic program requirements. Revised time study and claiming instructions for the CPS Emergency Response Program are as follows:

Line E. CPS Emergency Response - Basic Services

- A. Time Study Instructions: The time spent by a social worker on the activities listed below may be charged to this line. Activities occur after a determination has been made that an emergency exists and an immediate (without delay) in-person response is necessary to respond to a crisis situation on behalf of children.

Activities Include:

- 1) Travel time spent proceeding to and from location of emergency;
- 2) The initial assessment of on-site situations;

- 3) The arrangement for immediate in-home services (such as emergency caretakers);
- 4) The immediate removal of children from the home and the placement in emergency shelter facilities;
- 5) The initial consultation with social worker(s) to whom cases are assigned for ongoing service.

Only the time spent during normal working hours, i.e., those hours not compensated with overtime or standby pay, may be charged on the DFA 46. For purposes of CPS Emergency Response, overtime may be time studied only if it is compensated with Compensatory Time Off (CTO) that is earned and used during the time-study month.

- B. Allowable Direct Costs: Paid overtime and standby pay. The purchase of beepers and answering services should be claimed under Group II, Other Operating Costs.

Line O. Emergency Response Backup Services - Title XX

- A. Time Study Instructions: Charge to the Title XX Emergency Response Backup Line time spent by social service staff arranging for, or providing the following backup services which are initiated within five working days after the emergency response incident. Do not include as back-up activity that time spent on the arrangement of emergency services during the initial response.
 - 1) Emergency caretakers and teaching and demonstrating homemakers;
 - 2) Follow-up treatment services;
 - 3) Emergency shelter care;
 - 4) Multidisciplinary teams;
 - 5) Primary child abuse and neglect prevention services (shall be provided only with prior DSS approval).
- B. Allowable Direct Costs: All the above services whether purchased, or provided by county-operated facilities.

Line P. Emergency Response Backup Services - Title IV-B

- A. Time Study Instructions: Charge to the Title IV-B Emergency Response Backup Line time spent by social service staff arranging for or providing the following backup services which are initiated within five working days after the emergency response incident. Do not include as back-up activity that time spent on the arrangement of emergency services during the initial response.
 - 1) Respite care, emergency caretakers, and teaching and demonstrating homemakers;

- 2) Multidisciplinary teams;
 - 3) Primary child abuse and neglect prevention services (shall be provided only with prior SDSS approval).
- B. Allowable Direct Costs: All the above services if purchased and the actual provision of emergency shelter care via private or county operated emergency shelter facilities.

CPS Emergency Response Cost Allocation

All time/cost for emergency response basic services shall be identified to Line E on the claim, and will be subject to 75 percent state funding up to the county's Emergency Response allocation.

Time for emergency response backup services shall be consolidated on the Time Study Summary (DFA 47) on Line O for Title XX and Line P for Title IV-B. The respective ratios would then be carried forward to the DFA 327.1 to draw down the appropriate share of allocable costs. Purchased emergency response backup services shall be identified on the DFA 325.3 as either "Emergency Response Back-Up Title XX" or "Emergency Response Back-Up Title IV-B" and then carried forward to the DFA 327.1 on Lines O and P, respectively.

Those costs identified as either Title XX or Title IV-B backup services in Column 8 on the DFA 327.1 shall be carried forward to Column 2 Lines C (Other Title XX Services) and H (Child Welfare Services) on the Social Services funding page (DFA 327.5) and subject to 75 percent FFP. However, at the end of the fiscal year if the county has a surplus of emergency response funds and has met the basic CPS Emergency Response requirements, the costs identified on Lines O and P as either Title XX or Title IV-B backup services may be funded under the CPS Emergency Response Program up to the county's allocation.

NOTE: The forementioned instructions shall apply to the July-September quarter, whether or not the county has received final plan approval. For funding purposes, however, expenditures charged to the CPS Emergency Response Program (Line E) shall be shifted to Title XX for those counties with plans not approved by September 30, 1979.

IHSS - CLAIMING CHANGES

County Share Computation

Effective with the July-September 1979/80 quarter, the AB 922 and SSI/SSP Homemaker/Chore modifications will be eliminated from the Welfare Administrative Claim. In lieu of these modifications, the county share of IHSS and AB 922 IHSS is to be computed by totaling the amount in excess of the maximum payment limitation for each individual case. The excess payment totals are to be entered on the appropriate line on the DFA 327.5, Column 6, and deducted from the total expenditures before the federal/state sharing ratios are applied.

In addition, the county should exclude the employers share of Social Security benefits for the individual provider method of service delivery prior to the determination of the county share of IHSS (see ACL 79-4, dated January 17, 1979).

IHSS and AB 922 IHSS Case Counts

Effective with the July-September 1979/80 quarter, the SSI/SSP Homemaker/Chore and AB 922 Homemaker/Chore case count matrices will be eliminated from the Welfare Administrative Claim. Beginning July 1979, this information will be incorporated on the SOC 296. Refer to All-County Information Notice No. I-63-79 for instructions on IHSS statistical reporting.

Severely Impaired

Effective with the July-September 1979/80 quarter, counties will no longer have to separately identify costs of severely impaired IHSS cases in Group IIIA, Social Services Direct Costs on the DFA 325.3.

ADOPTIONS

The Adoptions category has been modified and now consists of the following two subcategories:

Relinquishment Adoptions - Time charged to this category should be for relinquishment adoption services to the child to be adopted, to the natural parents relinquishing the child, and to applicants or prospective adoptive parents during the adoption process. Exclude preplacement services to children beyond 180 days after relinquishment/freedom from custody and control, or when it is determined that adoption is currently not the appropriate plan. These exceptions should be charged to either Out-of-Home Care for Children or the Other Title XX Services as appropriate.

Adoption activities that were previously charged to subcategories; (1) Services to Natural and Adoptive Parents, (2) Services to Children, (3) Post-placement Services, are now to be charged to this line.

Independent Adoptions - Time to be included in the category is that related to obtaining consent from the natural parents, investigating the fitness of the prospective adoptive parents, and submitting the required court report.

NOTE: Counties are reminded that any time spent on stepparent adoptions is not to be charged to Adoptions. Stepparent adoption activities are to be charged to OCOP.

SSI/SSP FOOD STAMP REPLACEMENTS

On February 1, 1979, the state was cashed out of the SSI/SSP Food Stamp Program, eliminating the future need for a SSI/SSP Food Stamp Replacement

line on the Eligibility and Nonservice Time Study and the balance of the administrative claim. Effective July 1, 1979, any time spent by eligibility staff on Food Stamp Replacement activity for SSI/SSP recipients is to be charged to Line E, Nonassistance Food Stamps.

APPEALS/FAIR HEARINGS

Appeals/Fair Hearings - AFDC, Medi-Cal, NAFS

Effective July 1, 1979, counties will no longer be required to separately identify appeals/fair hearing time for the AFDC, Medi-Cal, and Nonassistance Food Stamp (NAFS) Programs on the Eligibility Time Study (DFA 43) and Eligibility Time Study Summary (DFA 323). All time spent by eligibility workers and first-line supervisors on the following activities subsequent to a filing for fair hearing should be charged to the continuing line applicable to each program; prehearing contact with the claimant; attempt to resolve difficulty; explanation of fair hearing rights and procedures; preparation of county position statement; fair hearing activities; posthearing contact with DSS when requesting a rehearing. This change should have no impact on the respective AFDC, Medi-Cal, and NAFS cost control systems as appeals/fair hearing time has always been defined as a continuing activity.

Appeals/Fair Hearings - Social Services

Those counties with full-time social services appeals fair hearing officers or those counties with a DSS split-function waiver for eligibility appeals/fair hearing officers should charge that time spent on Title XX social services appeals fair hearings to Multiservice Activity, Line C-24 on the DFA 46.

Appeals/fair hearing time spent on those services other than Title XX should be charged to the respective service (i.e., WIN).

SOCIAL SERVICES FIRST-LINE SUPERVISORS: Effective July 1, 1979, full-time services supervisors will no longer be provided the option of time studying on a daily basis. Instead, first-line supervisors must complete their time study by using the allocable time spent by their immediate staff as a basis for distributing time by service. (E.g., if 20 percent of the casework time is spent on activities related to out-of-home care for children, then 20 percent of the supervisor's time should be charged to C-4, "Out-of-Home Care Services for Children.") However, social services first-line supervisors who also carry a caseload should specifically identify their casework time to the appropriate service. The remaining supervisory time should be allocated based on the casework time spent by their immediate staff.

WIN

Travel Costs for Co-located SAU Staff - Co-located staff are not expected to travel on a routine basis, however, when done, costs should be claimed as Allocable Support Costs - Travel, on the DFA 325.1.

Co-located Time Study Instructions - The modification which summarized the hours of co-located staff has been eliminated from the DFA 47. Although counties will still be required to use this information to break out the WIN and Title XX salaries on the DFA 325.3, counties are only required to maintain pertinent time records for audit purposes only.

That portion of a worker's salary and benefits that is attributable to non-WIN services should be direct charged to the appropriate Title XX service. Also, as stated in All-County Letter No. 77-40, counties will continue to separately accumulate and direct charge the salaries of co-located SAU support staff based on the ratios of casework staff.

WIN Modification Worksheet

For Federal reporting purposes the WIN Modification Worksheet on the DFA 327.3, Part 1, has been revised to consolidate SAU staff salaries and provide separate lines for co-located SAU clerical support salaries and overhead costs for SAU located at the county welfare department.

STAFF DEVELOPMENT

All-County Letter No. 79-37 dated June 25, 1979, provided counties with time study and claiming instructions applicable to Staff Development. In addition to those instructions, the following time study and claiming changes should also be incorporated effective with the July-September 1979/80 quarter.

DFA 327.1, revision date 7/79, Staff Development, Column 7, contains incorrect instructions for accumulating Social Services Staff Development costs. The instructions should read, DFA 325.4, Part 1, Line A, Col. 5.

In addition, the DFA 50, revision date 7/79, Time Study Instructions, C-2, Generic Staff Development, is also incorrect. Time study instructions, should read as follows:

By trainers and their first-line staff development supervisors for training that cannot be specifically assigned to either eligibility or services, e.g., supervising techniques, affirmative action training.

CLAIMING FORM CHANGES

The majority of the administrative expense claiming forms were changed effective the July-September 1979/80 quarter. Those changes are outlined below:


1. DFA 46, 47, and 327.1, Social Services Time Study, Time Study Summary, and Program Distribution pages - Eliminated the Title XX eligibility categories, consolidated lines for the Adoptions Program, added three CPS Emergency Response lines, and realigned services.
2. DFA 43, 323, and 327.2, Eligibility Time Study, Time Study Summary, and Program Distribution pages - Eliminated the SSI/SSP Food Stamp

Replacement line, eliminated the Appeals/Fair Hearing lines for the AFDC, NAFS, and Medi-Cal Programs, and realigned programs.

3. DFA 325.2A, Group VIII, Memo Items - This form has been eliminated. The staff development modification has been revised and the form renumbered 325.4.
4. DFA 325.3, Direct Costs - Social Services - Title XX service codes have been added.
5. DFA 327.3, Services Modification Worksheet - Homemaker/Chore and AB 922 Homemaker/Chore modifications have been eliminated in lieu of footnotes on the DFA 327.5. The WIN matrix (previously page 3A) has replaced the Homemaker/Chore modifications on the 327.3.
6. DFA 327.3A - Services Modification Worksheet - Eliminated.
7. DFA 327.4 - Eligibility and Nonservice Modification Sheet - Instructions clarified.
8. DFA 327.5 - Social Services Funding Page - Consolidation of the DFA 327.6 and DFA 327.6A, elimination of the Title XX categories, added CPS Emergency Response line, and a realignment of services.
9. DFA 327.6 - Eligibility and Nonservice Funding page (previously the DFA 327.7) footnote changes to the Indochinese and Cuban AFDC Programs to facilitate Federal reporting, and a realignment of programs.
10. DFA 327.7, Total Expenditures Fund Distribution Report (previously the DFA 327.8) - Inclusion of the CPS Emergency Response line, and a realignment of programs.
11. DFA 403, Reallocation of Time Studies to Allocable Salary Pools - Modified to include a full-time equivalent line for social services workers.
12. DFA 394, Review of Social Services Contracts and Other Direct Costs - Modified to derive contracted cost by actual Title XX service.
13. DFA 396 - WIN Child Care Matrix - Footnote change.

All question concerning this letter should be directed to the County Fiscal Administration Bureau, Department of Social Services, at (916) 445-7046.

Sincerely,



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Administration Division

cc: CWDA